MCIS Project Deliverer User Guide

Volume 2

Table of Contents

Set risk rating

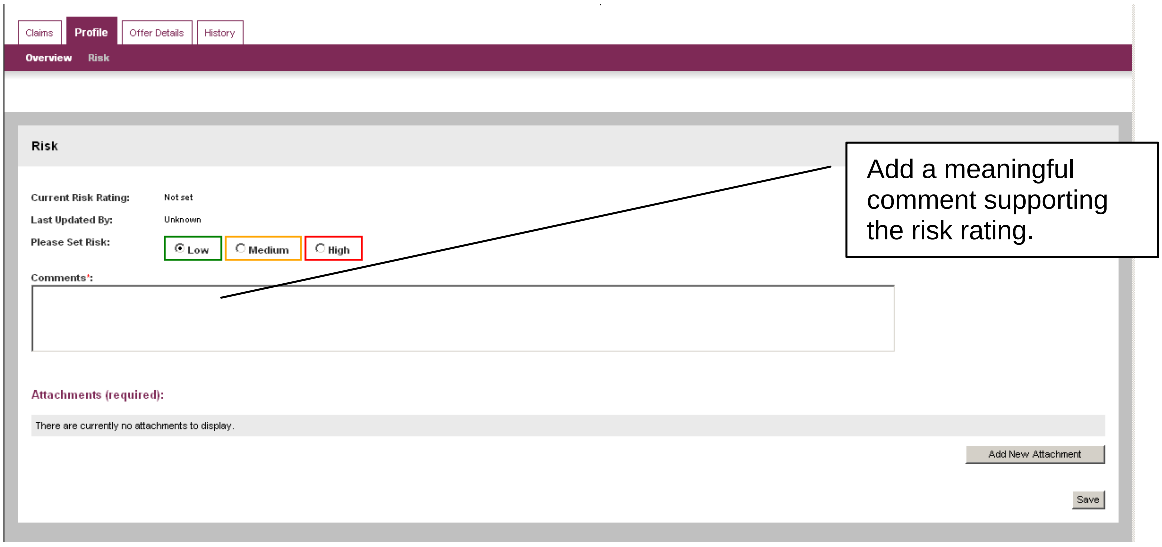
Each live project should be assigned a risk rating on MCIS. New projects set up on MCIS should be risk-rated prior to making them live.

The project should be risk assessed on an ongoing basis using the local (Intermediate Body) risk assessment form, and the findings registered and maintained on MCIS.

The risk rating for each project is displayed alongside the cost and output variance ratings in the Search results ‘performance dashboard’.

To display this screen

Search for and open the project you wish to assign a risk-rating to. The Project Profile Overview page will display. Click the Risk link displayed.



About this screen

This screen records the risk rating for the project.

The current risk rating of the project is displayed at the top of the screen. If a risk rating has not yet been assigned, the message ‘Not set’ will display.

Completing this screen

1. Select the level of the risk by clicking on the Low, Medium or High radio button.

2. Add comments that give the reason for the level of risk chosen.

3. You must also attach a file (the completed local risk assessment form or matrix) to support the selected risk rating. To upload the file:

   a. Click the **Add Attachment** button

   b. Click on the **Browse** button. A 'Choose File' pop-up window will display.

   c. Navigate to where the attachment is stored.

   d. Select the item to attach and click on the **Open** button.

   e. Enter a title for the attachment in the Title field and add a description if necessary.

   f. Click on the **Upload Attachment** button.

   g. Use the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat the above steps.

4. Click on the **Save** button to save your data.

5. If you now search for the project you will see the assigned risk rating is displayed in the search results.

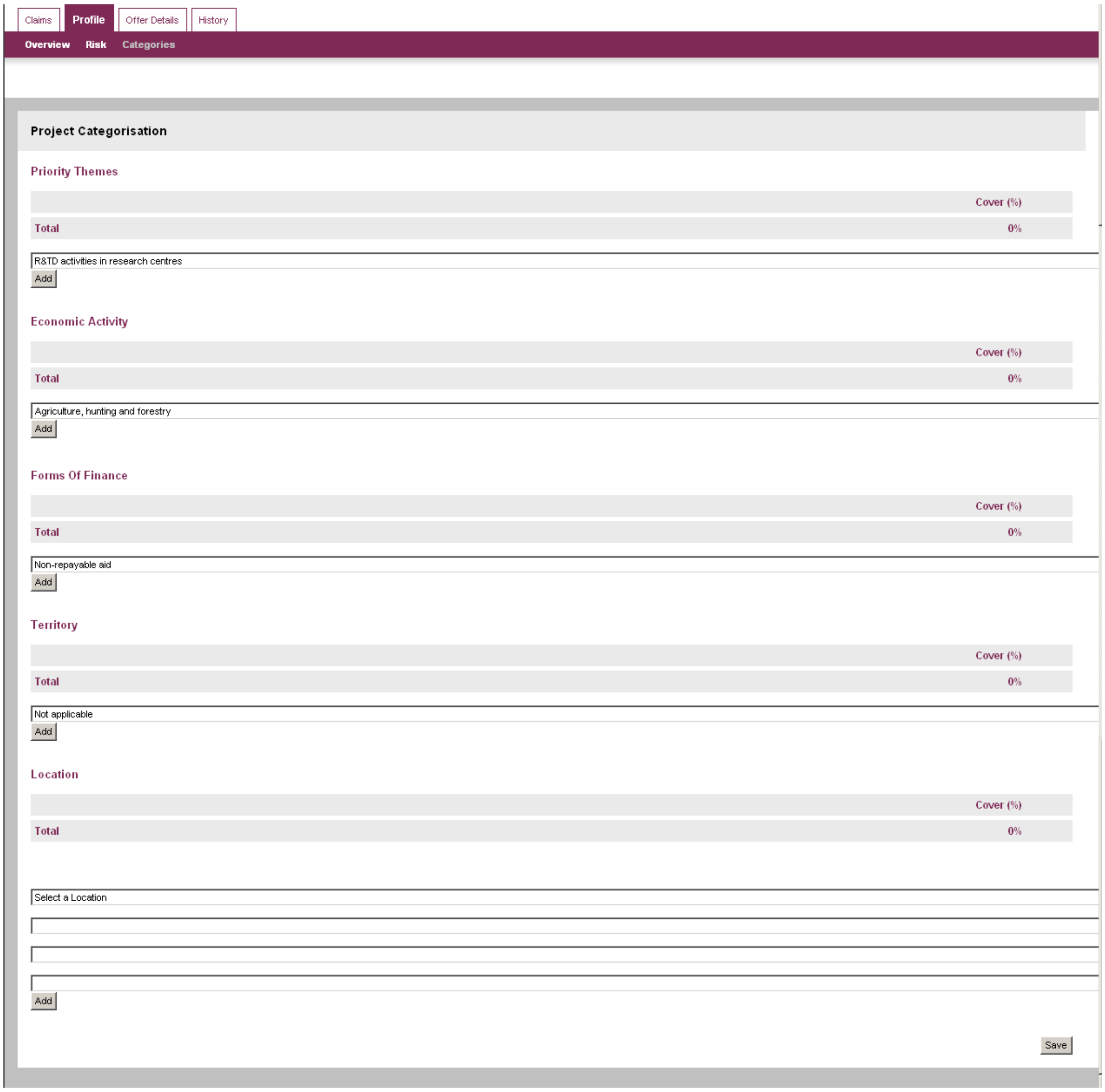
Setting Project Categorisation

Project categorisations

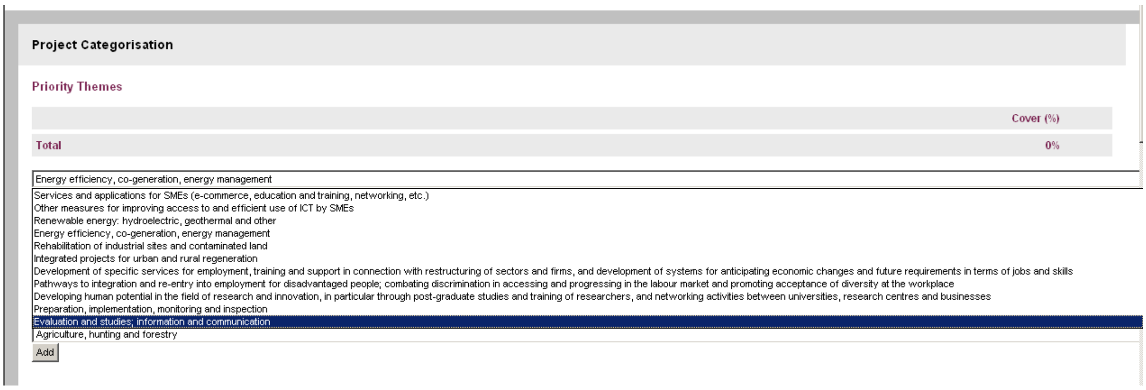
To display this screen

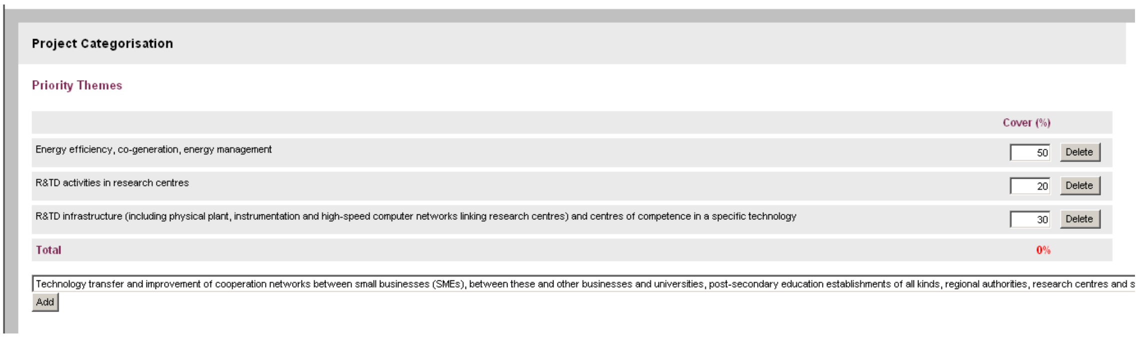
About this screen

Project Categorisations are a

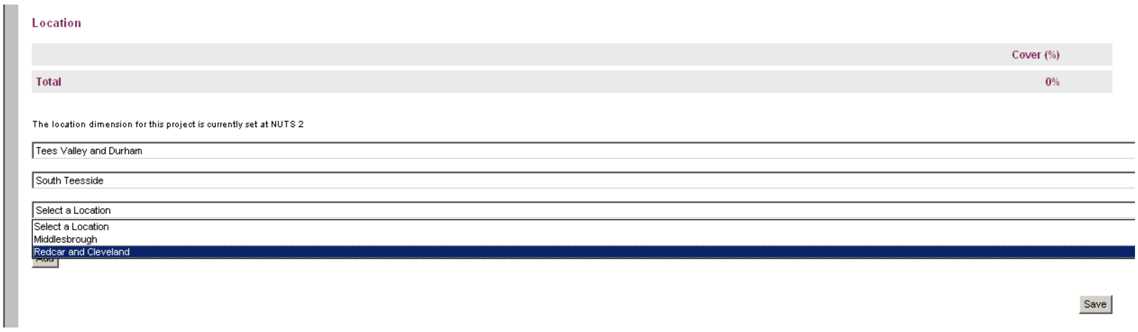


Completing this screen




Project Categorisation
Priority Themes
Cover (%)
Energy efficiency, co-generation, energy management
50
Delete
R&TD activities in research centres
20
Delete
R&TD infrastructure (including physical plant, instrumentation and high-speed computer networks linking research centres) and centres of competence in a specific technology
30
Delete
Total
0%
Technology transfer and improvement of cooperation networks between small businesses (SMEs), between these and other businesses and universities, post-secondary education establishments of all kinds, regional authorities, research centres and s
Add

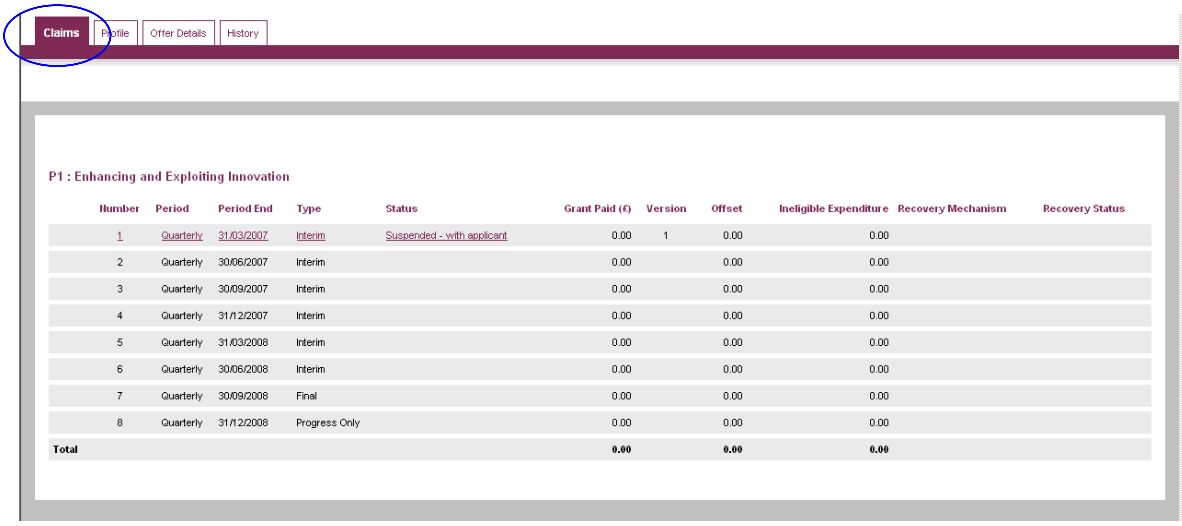
Locations


Location
Cover (%)
Total
0%
The location dimension for this project is currently set at NUTS 2
Tees Valley and Durham
South Teesside
Select a Location
Select a Location
Middlesbrough
Redcar and Cleveland
Save

Claims

To display this screen

If necessary search for and open the project. Click on the ‘Claims’ tab.



Number	Period	Period End	Type	Status	Grant Paid (£)	Version	Offset	Ineligible Expenditure	Recovery Mechanism	Recovery Status
1	Quarterly	31/03/2007	Interim	Suspended - with applicant	0.00	1	0.00	0.00		
2	Quarterly	30/06/2007	Interim		0.00		0.00	0.00		
3	Quarterly	30/09/2007	Interim		0.00		0.00	0.00		
4	Quarterly	31/12/2007	Interim		0.00		0.00	0.00		
5	Quarterly	31/03/2008	Interim		0.00		0.00	0.00		
6	Quarterly	30/06/2008	Interim		0.00		0.00	0.00		
7	Quarterly	30/09/2008	Final		0.00		0.00	0.00		
8	Quarterly	31/12/2008	Progress Only		0.00		0.00	0.00		
Total					**0.00**		**0.00**	**0.00**		

About this screen

The Claims screen displays project claims for each project Priority Axis. It lists:

- The status of **all** claims; current, past and future.
- Any ineligible expenditure identified on a paid claim
- The details of any recovery of monies (clawbacks).

Click on any other of the links displayed to open the associated claim or clawback.

Column Heading	Description
Number	The claim number, arranged in chronological order.
Period	The claim frequency. Can be either Monthly or Quarterly, as arranged with the applicant. Projects with greater expenditure/grant are more likely to be organised on a Monthly claim period.
Period End	The claim period end date.
Type	*Interim*: a scheduled, non-restricted claim made during a project's life. *Progress Only*: A claim after the financial completion date, the claim only measures and reports on targets/outputs. *Final:* the scheduled final claim. *Restricted*: a claim where the retention rate (usually 10%) has been applied to the grant payable pending receipt of the final audit. *Final restricted*: a claim generated by MCIS to cater for the situation where a final claim has been submitted on which an amount must be retained pending receipt of the final audit and an amount can be paid. The final restricted claim enables the immediate payment of this second amount.
Status	Reflects the status of the transaction, e.g. draft, pending approval, on hold, etc
Amount Paid	The grant paid to the Applicant on the claim.
Version	The claim version(s). Additional versions of a claim are created when it is returned to an applicant for amendment after it has been submitted to the Intermediate Body for processing. Versions are not created if a claim is saved and then re-opened.
Offset	This shows the amount of money, previously overpaid, which has been 'offset' against a claim. Clicking on the offset link displays the offset summary screen for this particular claim.
Ineligible Expenditure	The amount of ineligible expenditure declared on a claim. Click on the link to view details of the overpayment.
Recovery Mechanism	The recovery mechanism is the means by which the Intermediate Body 'claws back' an overpayment made to an Applicant. This will either be by demand note (i.e. an invoice) or by offsetting the overpayment against a future project claim, or claims. Clicking on the recovery mechanism link displays the clawback details screen.

Column Heading	Description
Recovery Status	The recovery status column provides information on progress towards recovery of the clawback, e.g.: Recovered, Pending recovery, Non-recoverable. Clicking on the recovery status link displays the clawback overview screen which contains the history of the clawback.

Issue a contract variation

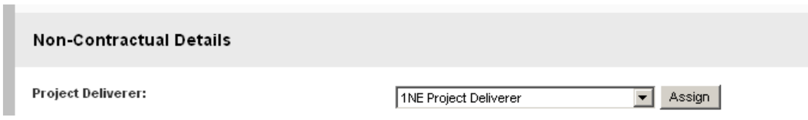
Follow the steps outlined below to issue a revised offer of grant.

Step 1: Search for and open the project

1. From your home page, click on the Projects tab.
2. Search for your project.
3. Click the link to open your project. The Project Profile Overview screen displays.

Step 2: Assign the project

1. Scroll down the Overview screen until the **Assign** button displays.

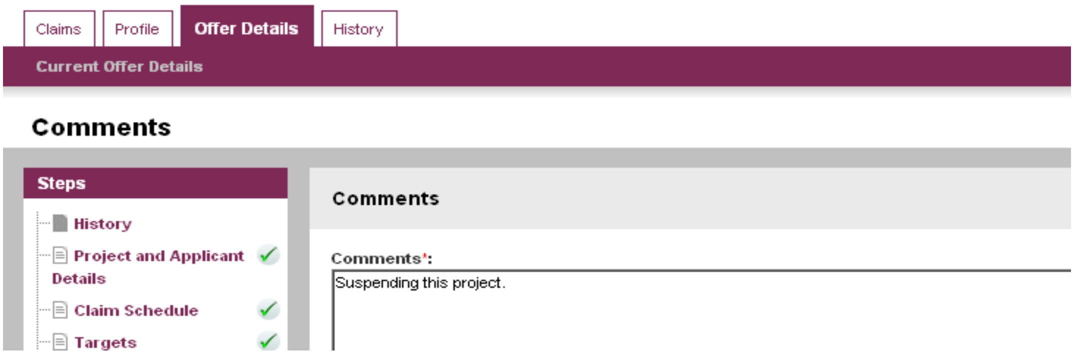


2. Click on the drop-down field to display all Project Deliverer users within the Intermediate Body. Select your name.
3. Click on the **Assign** button.
4. Click on the <u>Home</u> link to display your Task List. The assigned project displays in the Task list, with a required action of Routed.

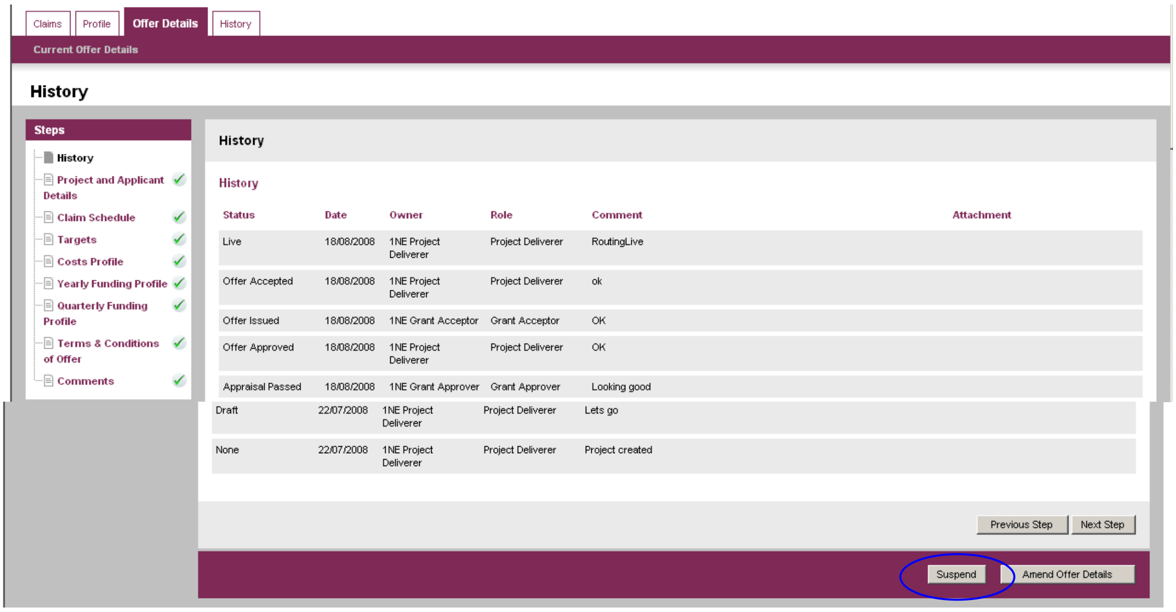
Open the project by clicking on the link

Step 3: Suspend the project

1. Click on the Routed link to open the project.



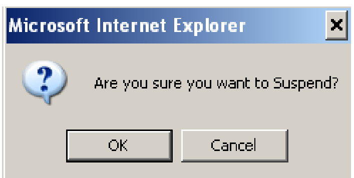
2. Add a comment to indicate that the project is being suspended and click Next Step.



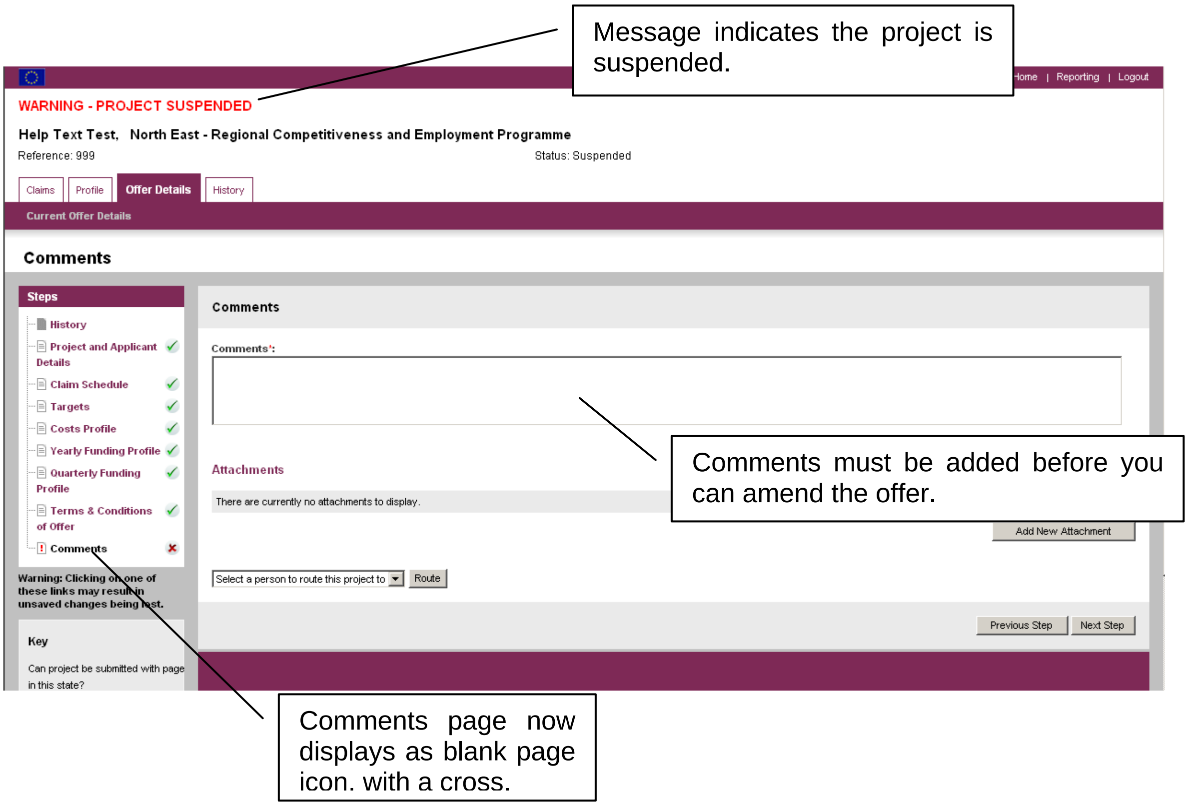
3. Scroll down to view the **Suspend** button.

4. Click on the **Suspend** button.

5. You are prompted to confirm your action by MCIS. Click on **OK**.



6. A warning message displays at the top of the screen and the Comments Step displays with an  .



7. Add a comment to indicate you are going to amend the offer.

8. If required, you can also add an attachment. To add a file:

   a. Click on the **Add Attachment** button

   b. Click on the **Browse** button.

   c. Navigate to where the file you wish to attach is stored.

   d. Select the file and click ‘Open’. The file name will appear in the ‘Local File (required):’ field.

   e. Enter a title for the attachment in the Title field.

   f. Click on the **Upload Attachment** button.

   g. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

   h. If you wish to add more than one attachment, repeat the upload process.

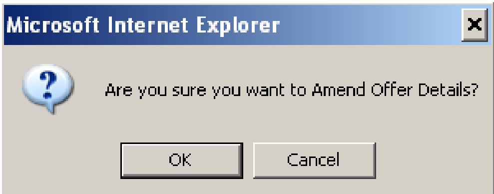
9. Scroll down and click on the 

button to save the changes and display the **Amend Offer Details** button.

Step 4: Amend Offer details

10. Click on the **Amend Offer Details** button.

11. You will be prompted to confirm this. Click **OK**.



12. All contractual fields will not be viewed in edit mode. Amend the details as required.

Note: For more information on this process refer to the 'Set up a New Project' section.

13. Click on the **Save**, **Next Step** or **Previous Step** button to save changes made.

14. Once you are happy all changes have been made, click on the Comments Sheet link in the Steps navigation pane and add a comment.

Note: The comment entered in the Comment box should make clear to subsequent users in the workflow what changes have been made, and where they can be viewed.

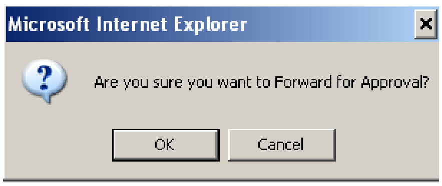
15. Click on the **Next Step** button.

16. The following buttons display:

Button	Description
Forward for Approval	Submits the revised offer to the Grant Approver.
Save and Complete	If the project has had a non-contractual change made to it, such as changing the quarterly funding profile, this button will display. Click to save the changes and make the project live again.
Rollback to current offer	Removes the new project version which was created when the project was put under amendment. It returns the project to the current version and makes it live.
Send offer to applicant under amendment	Sends the offer to the applicant so that the applicant can make amendments.
Save	Saves the changes made so far, and continues to display the offer/project details on the screen.

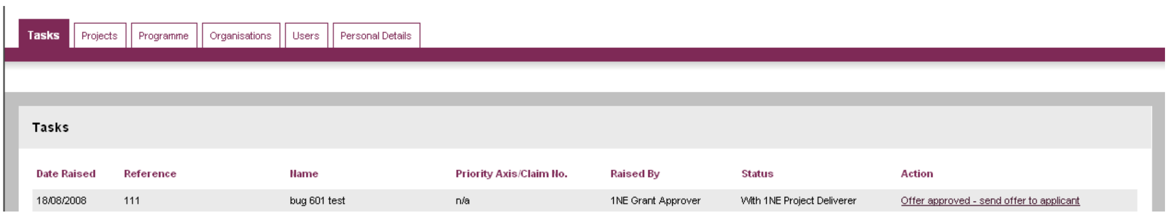
17. Click on the **Forward for Approval** button to send the offer to the Grant Approver.

18. You are prompted to confirm this action. Click on OK.



Step 5: Issue the revised offer

Once the Grant Approver has approved the offer a notification will display in your Task list with a Required Action of: ‘Offer Approved – send letter to applicant’.

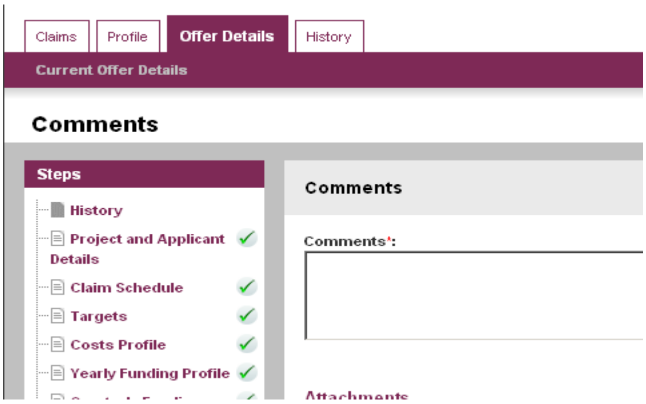


19. Click on the link. The offer History sheet displays.

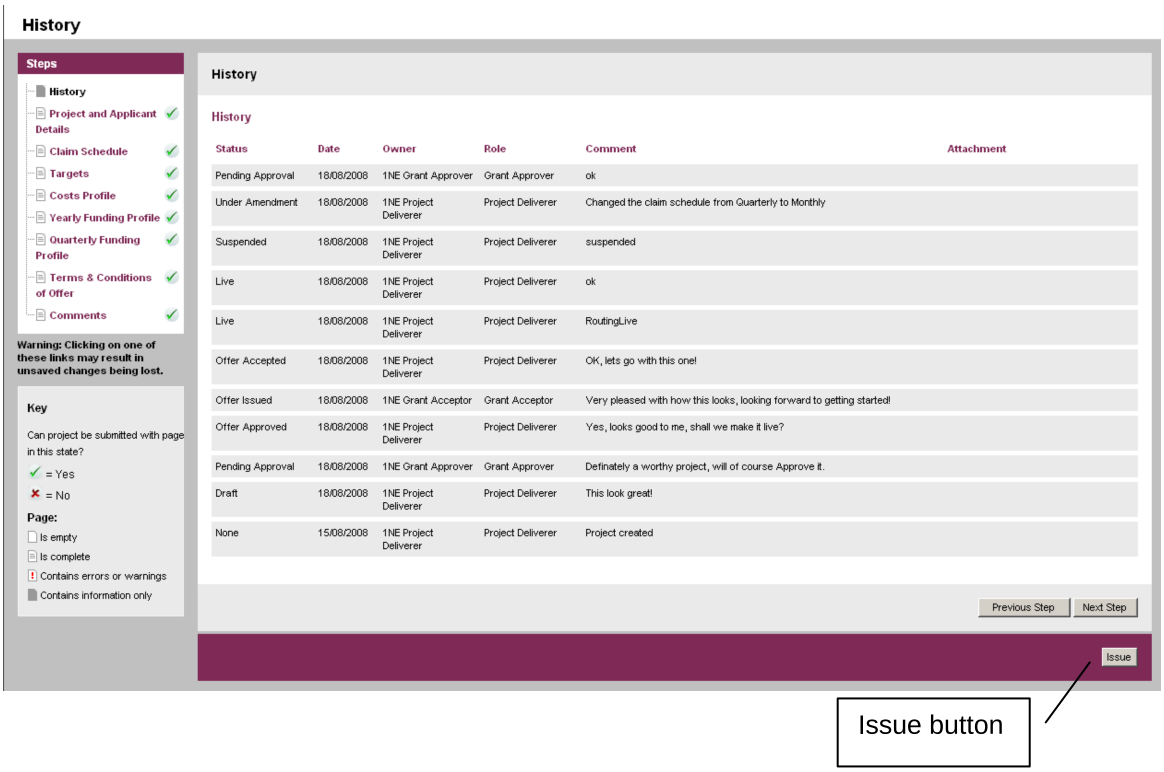
20. Add your comment for the Grant Acceptor.

21. An attachment may also be added, if required.

Note: How to add an attachment is covered on page 4

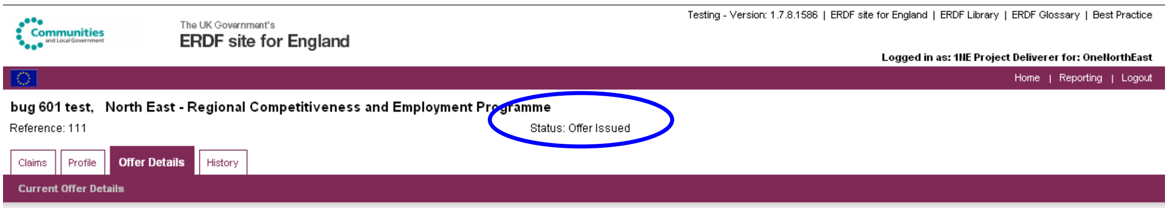


22. Click on the Next Step button to save your comment and display the **Issue** button.



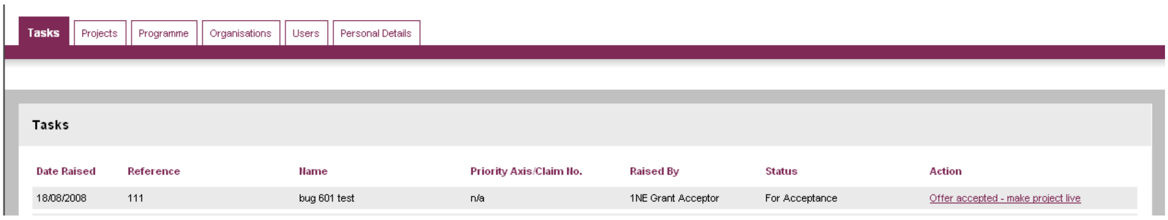
Status	Date	Owner	Role	Comment	Attachment
Pending Approval	18/08/2008	1NE Grant Approver	Grant Approver	ok	
Under Amendment	18/08/2008	1NE Project Deliverer	Project Deliverer	Changed the claim schedule from Quarterly to Monthly	
Suspended	18/08/2008	1NE Project Deliverer	Project Deliverer	suspended	
Live	18/08/2008	1NE Project Deliverer	Project Deliverer	ok	
Live	18/08/2008	1NE Project Deliverer	Project Deliverer	RoutingLive	
Offer Accepted	18/08/2008	1NE Project Deliverer	Project Deliverer	OK, lets go with this one!	
Offer Issued	18/08/2008	1NE Grant Acceptor	Grant Acceptor	Very pleased with how this looks, looking forward to getting started!	
Offer Approved	18/08/2008	1NE Project Deliverer	Project Deliverer	Yes, looks good to me, shall we make it live?	
Pending Approval	18/08/2008	1NE Grant Approver	Grant Approver	Definately a worthy project, will of course Approve it.	
Draft	18/08/2008	1NE Project Deliverer	Project Deliverer	This look great!	
None	15/08/2008	1NE Project Deliverer	Project Deliverer	Project created	

23. Click on the **Issue** button.



24. The Status of the project is Offer Issued.

Note: Once the applicant has accepted the reissued offer, the offer will display in the Task List, with a Status of Offer accepted – make offer live.

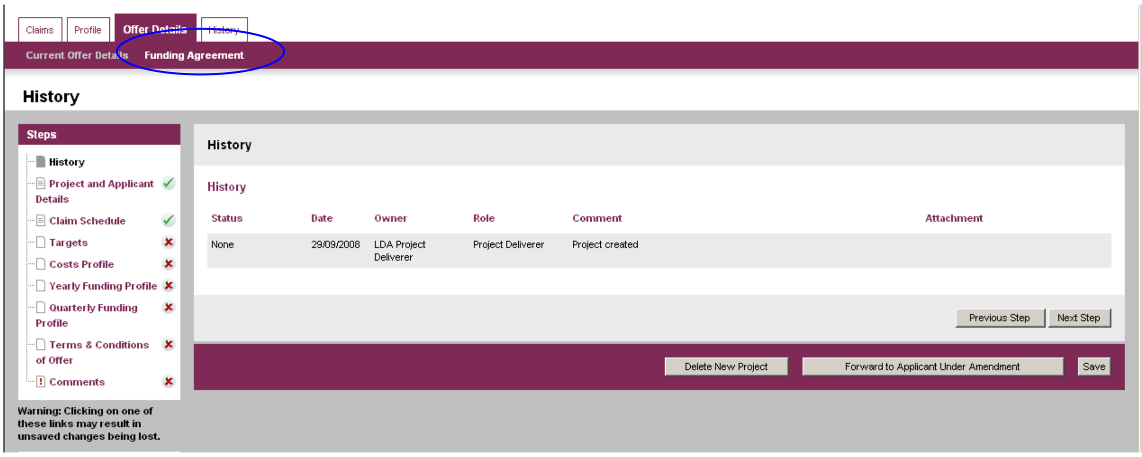


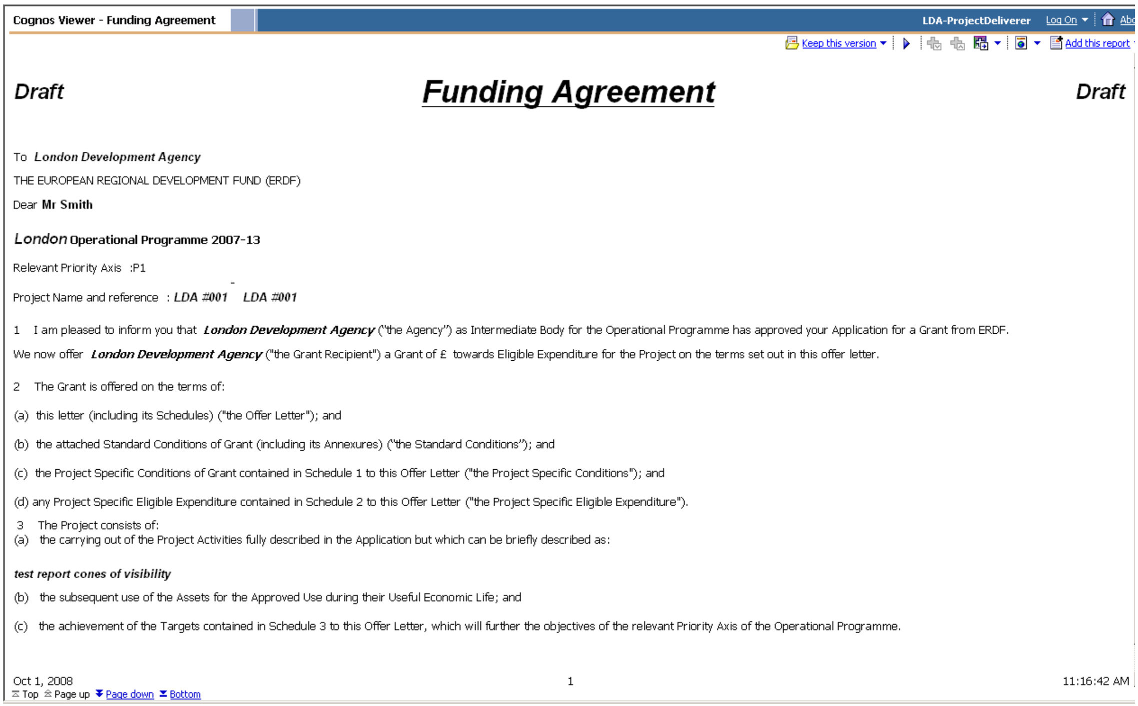
Step 6: Make the revised project live

Note: See the section on Make a Project Live, on page **Error! Bookmark not defined.**.

View Funding Agreement

The funding agreement can be viewed as a printable document through the Cognos reporting tool. To access the Funding Agreement for your project click on ‘Funding Agreement’.





Draft **_Funding Agreement_** *Draft*

To *London Development Agency*

THE EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF)

Dear **Mr Smith**

London **Operational Programme 2007-13**

Relevant Priority Axis :P1

Project Name and reference : *LDA #001* - *LDA #001*

1 I am pleased to inform you that ***London Development Agency*** ("the Agency") as Intermediate Body for the Operational Programme has approved your Application for a Grant from ERDF.

We now offer ***London Development Agency*** ("the Grant Recipient") a Grant of £ towards Eligible Expenditure for the Project on the terms set out in this offer letter.

2 The Grant is offered on the terms of:

(a) this letter (including its Schedules) ("the Offer Letter"); and

(b) the attached Standard Conditions of Grant (including its Annexures) ("the Standard Conditions"); and

(c) the Project Specific Conditions of Grant contained in Schedule 1 to this Offer Letter ("the Project Specific Conditions"); and

(d) any Project Specific Eligible Expenditure contained in Schedule 2 to this Offer Letter ("the Project Specific Eligible Expenditure").

3 The Project consists of:

(a) the carrying out of the Project Activities fully described in the Application but which can be briefly described as:

test report cones of visibility

(b) the subsequent use of the Assets for the Approved Use during their Useful Economic Life; and

(c) the achievement of the Targets contained in Schedule 3 to this Offer Letter, which will further the objectives of the relevant Priority Axis of the Operational Programme.

Oct 1, 2008 1 11:16:42 AM

View Project History

Each time a significant change is made to a project which requires the re-issue of the offer; MCIS creates a new version and retains previous iterations for audit purposes. This Project History is visible to Intermediate Body and Applicant users.

To display this screen

With the project open, click on the Project History tab.

About this screen

This screen lists all previous versions of the project and offer. To view details of a particular version click on the associated link. The screens will display in read-only view.

Close a Project

It is only possible to close a project that is ‘Financially complete’. A project’s status on MCIS changes from ‘Live’ to ‘Financially Complete’ when the final claim is paid.

1. If necessary, search for and open the project that you wish to close.

2. Click on the Claims tab and scroll down to display the **Close** button.

Click on the **Close** button. If you search for the project you will see the project status has changed to Clos